

EMPLOYMENT OPPORTUNITY

SUPERINTENDENT OF HIGHWAYS

SENIOR VAN DEPARTMENT

PART-TIME CLERK
(Under 20 Hrs. per week)

SALARY: \$13.20/hr.

The work involves responsibility for performing standardized clerical duties. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. This position may be responsible for utilizing a computer in the performance of daily work-related tasks. Performs related duties as required.

ACCEPTABLE TRAINING AND EXPERIENCE:

High school diploma or equivalency or one (1) year of clerical experience.

SUBMIT RESUME/APPLICATION TO:

Carol Cooper-Finance Office
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065

Applications accepted until July 29, 2016